

## Online Course Development

EKU uses BlackBoard as our online course management system. Blackboard has many tools you can use for presentation of content material, communication and interaction with students and assessment.

### BlackBoard Tools

Presentation	Communication	Assessment
<ul style="list-style-type: none"> <li>• Web Pages</li> <li>• Word Documents</li> <li>• PowerPoint Presentations</li> <li>• Video Lectures</li> <li>• Video from DVD or Tape</li> </ul>	<ul style="list-style-type: none"> <li>• Announcements</li> <li>• Email</li> <li>• Discussion Boards</li> <li>• Chat Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Tests &amp; Surveys</li> <li>• Pool Manager</li> <li>• Gradebook</li> </ul>

You will need to invest some time in learning to use the BlackBoard tools. Once learned, however, they will save you much time and effort as you use them to be more efficient and more responsive to students. The J&S Demo Course provides an overview of these tools. Our staff is also available to work with you to help you understand how to use these tools with your course.

### Checklist for Online Course Development

**1. Course introduction / overview**

- Video introduction
- Welcome to course
- Introduction to author (background, research interests, publications, photo)
- Course Overview
- Aims & Learning outcomes of course
- Course structure (Units of Study)
- Other relevant items (Bibliography, assessment criteria, study guide, seminars, tasks etc)
- First assignment to orient students to course tools (discussion board & assignment upload)
- Tech Support contact info

**2. Syllabus**

- Conform to University requirements  
<http://www.universityprograms.eku.edu/facultyhandbook/part5.php>

**3. Units of Study**

- Introduction
- Expectations (In this unit you will learn...)
- Specific objectives (Specifically, upon conclusion of this unit you will be able to:)

**4. Lessons (weekly)**

- Brief overview (In this lesson you will learn about...)
- List of tasks
  - Video segments to watch
  - Textbook/online readings
  - Assignments due
- Conclusion & next steps

**5. Video Content**

- Summary/overview of content
- Detailed explanation of complex content
- Graphics, images, graphs, charts when appropriate
- Presentations by other content experts (guest lecturers)
- Material presented in a variety of ways (video, text, graphics, audio, etc.)
- Key questions/ further reading/further tasks
- Conclusion telling students what to do next

**6. Assignments**

- Assignment titles
- Applicable lessons
- Detailed descriptions / clear instructions
- Due dates
- Necessary files/resources

**7. Discussion Boards**

- Clear instructions
- Details about whether it will be moderated
- How many posts are required?
- How many responses to others are required?
- Due date

**8. Course Calendar**

- Course beginning/end dates
- Dates professor is not available
- Assignment deadlines (date and time)
- Exams
- Holidays
- University deadlines (drop/add day, UWR, etc.)

**9. Assessment**

- Tests (multiple choice, essay, etc.)
- Study guide
- Clear instructions

**10. Other Resources**

- Links to other online resources
- Links to books, periodicals, people, organizations
- Research assistance links
- Career links
- Library links

**11. Course Conclusion**

- Review of main areas covered during the course
- Information about exams, subsequent courses if applicable

**12. ADA compliance**

- Text alternatives for audio and video
- ALT text descriptions for graphics
- Appropriate use of headings
- Appropriate use of color